

RESERVE RELEASE FROM ACTIVE DUTY

Overview

Introduction This section provides the procedures and guidance for completing the Release From Active Duty (RELAD) for Reservists mobilized under Title 10 and Reservists on Active Duty Over 139 days.

Reference The following references provide additional information about RELADs.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 11\)](#)
 - [Reserve Policy Manual, M1001.28 \(series\)](#)
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Discussion A Release from Active Duty for a Reservist is processed in the same manner as a typical active duty RELAD, e.g. a Statement of Intent, RELAD transaction, Orders and a DD-214 are processed. Normally the member is RELAD into their previous status before the recall. Exceptions may be made on a case by case basis. When the RELAD transaction is processed in Direct-Access it will convert the previously completed Reserve Orders status from “Enroute” to “Finished”.












A RELAD and new 8C must be completed for reservists who are extending their existing orders but being assigned to a new Department when the orders are extended.

Procedure The following topics are covered in this section.

Topic	See Page
Reserve RELAD	2
Pay Entitlement Auto Stops for Separations	6
Approval	7
Processing Release From Active Duty Separations for Officers With Reserve Commissions	8

RESERVE RELEASE FROM ACTIVE DUTY












Reserve RELAD Procedures

Step	Action												
1	Access the RELAD section from the path; Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations												
2	<p>Enter the employee ID in the Emplid field or the member's SSN in the National ID field and press the Search button. If you do not know the Emplid or SSN provide some search criteria, such as the member's last name and department number in the appropriate fields and perform a search. See Search Tips for help using the employee lookup.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>												
3	<p>At the section labeled Separations complete the following;</p> <p> Note: The system will display any previous separations. You must click the add a new row button (Plus Sign) to begin a new transaction.</p> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Type</td><td>Enter the single letter Separation Type, or click the  button, and select a Type of Separation.</td></tr> <tr> <td>SPD</td><td>Enter the SPD (Separation Program Designator Code) if Known, or click the  button and the Lookup tab for a listing. Use MBK (completion of required active service) for those reservists demobilized upon completion of their orders. Use LBK for those reservists demobilized prior to the expiration of their prescribed orders.</td></tr> <tr> <td>Termination Date</td><td>Select the RELAD Date (this is the last day of active duty).</td></tr> <tr> <td>Reenlistment Eligibility</td><td>Enter the Reenlistment Eligibility Code, or click the  button. Select RE1 for normally demobilized reservists.</td></tr> <tr> <td>Departure Date</td><td>Pre-filled, once the Termination Date is Selected. The Departure Date is updated when terminal leave dates are entered in the Orders section of the separation transaction. If a reservist is authorized travel time under section 2.K.3, PAYMAN, the travel time needs to be entered as Nonchargeable Absence.</td></tr> </tbody> </table>	Field	Description	Type	Enter the single letter Separation Type, or click the  button, and select a Type of Separation.	SPD	Enter the SPD (Separation Program Designator Code) if Known, or click the  button and the Lookup tab for a listing. Use MBK (completion of required active service) for those reservists demobilized upon completion of their orders. Use LBK for those reservists demobilized prior to the expiration of their prescribed orders.	Termination Date	Select the RELAD Date (this is the last day of active duty).	Reenlistment Eligibility	Enter the Reenlistment Eligibility Code, or click the  button. Select RE1 for normally demobilized reservists.	Departure Date	Pre-filled, once the Termination Date is Selected. The Departure Date is updated when terminal leave dates are entered in the Orders section of the separation transaction. If a reservist is authorized travel time under section 2.K.3, PAYMAN, the travel time needs to be entered as Nonchargeable Absence.
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Reserve RELAD Procedures, Continued

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7	<p>Click the Separation tab. Click the  button. Read the Warning Message, click OK. Orders are now available. Note: If you receive this error message go to page 8 for instructions.</p> 												

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Reserve RELAD Procedures, Continued

Field	Description								
8	Click on the Orders link at the bottom of the page. A new window will launch opening up the Separation Orders page. Locate the Basic Information section. Enter the Authorizing Official's Name and Rate/Rank								
9	Locate the Itinerary section. The report Date is already filled in, you must enter/select the Department . Enter the Department if known, or click the  button and the Lookup tab for a listing. <ul style="list-style-type: none">• SELRES – use the department to which the member will be assigned as a drilling member.• RET1 – 003333 with an E-mail to PSC-DG-RAS• RET2 – 003333 and E-mail to PSC-DG-RAS• IRR, ISL, ASL - 002817• Discharge – 003333								
10	Locate the Authorized Delay Enroute section and complete the following; <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Begin Date</td><td>Enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the members PCS Departing Worksheet..</td></tr> <tr> <td>End Date</td><td>Enter a date MMDDYYYY format, OR Click the Choose a date button  to select an End Date</td></tr> <tr> <td>Delay Enroute</td><td>Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered.</td></tr> </tbody> </table> <p>Notes:</p> <ol style="list-style-type: none"> 1. Enter the Travel Time for Demobilized Reservists as NON CHARGEABLE ABSENCE 2. Leave taken in conjunction with a RELAD or RETIREMENT must be entered in the Separations component (here) and NOT recorded in the Vacation Request page. 	Field	Description	Begin Date	Enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the members PCS Departing Worksheet..	End Date	Enter a date MMDDYYYY format, OR Click the Choose a date button  to select an End Date	Delay Enroute	Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered.
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Delay Enroute	Click the dropdown button to view and select from the list. Select the type of delay authorized for the date entered.								
11	In the sections labeled Primary Mode of Travel and Primary Mode of Transportation select or de-select an option.								
12	Scroll down and click on the Order Notes button. Order Note if known, or click the  button and the Lookup tab for a listing.								
13	Disregard the Dependents Auth to Travel tab. There is no entitlement to Dependent travel.								
14	Click the Email Printable Order button. Then click on the  to close window.								
15	Click the Separation Approval tab.								

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Reserve RELAD Procedures, Continued

Field	Description														
16	<p>At the Separations Approval screen, complete the following;</p> <table><tr><th>Field</th><th>Description</th></tr><tr><td>Type</td><td>Pre-filled</td></tr><tr><td>Termination Date</td><td>Pre-filled</td></tr><tr><td>Departure Date</td><td>Pre-filled</td></tr><tr><td>Enter the Approver's Emplid</td><td>Enter the Approver's Emplid click the  button and the Lookup tab for a listing to search.</td></tr><tr><td>Approval Status</td><td>Click on the dropdown for a listing of options.</td></tr><tr><td>Approval Date</td><td>Pre-filled  Save</td></tr></table>	Field	Description	Type	Pre-filled	Termination Date	Pre-filled	Departure Date	Pre-filled	Enter the Approver's Emplid	Enter the Approver's Emplid click the  button and the Lookup tab for a listing to search.	Approval Status	Click on the dropdown for a listing of options.	Approval Date	Pre-filled  Save
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17	Click the  Save tab.														

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Pay Entitlement Auto Stops for Separations

**JUMPS Auto
Stops of Pay
Entitlements
Will Not be
Visible in DA
Until RELAD is
Approved**


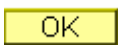

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. Like auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates until the RELAD transaction is approved and saved.** SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation.

RESERVE RELEASE FROM ACTIVE DUTY

Approving a RELAD Transaction

Procedure

Follow the steps in one of the menu paths below to access the Worklist.
Approval Authority is designated to SPO Supervisors with the Direct Access user role of “CGHRSUP”.

Step	Action
Menu Path	The Approver may access the orders through their Worklist. or by Home > Administer Workforce > Administer Workforce (GBL) > Use > Separations
1	Open the Worklist and click on the Employee, or follow the above path and enter the EMPLID.
2	<p>Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:</p> <ul style="list-style-type: none">• Approve – select to approve.• Denied – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied. However no notification or worklist entries will be made by the system, you must notify the data entry technician of any corrections of changes that are necessary.• Pending - This used when orders need further information., You may return and complete the transaction at a later date. <p> The orders can be rerouted to a specific user by entering the Employee Id in the “Route to: block. When an employee id is entered in the route to block the transaction will appear on their Worklist.</p>
3	<p>Click on </p> <p> <u>REMEMBER TO GO BACK TO THE WORKLIST AND CHECK THE “MARK WORKED BLOCK.”</u></p>

RESERVE RELEASE FROM ACTIVE DUTY

Processing Release From Active Duty Separations for Officers With Reserve Commissions

Introduction When a Reserve Commissioned Officer completes their initial active duty service obligation/Extended Active Duty (EAD) contract and does not desire to continue on active duty or is not selected for an extension or integration, they are released from active duty and transferred to the Selected Reserve (SELRES) to complete their military service obligation.

Error You May Encounter When processing these separations (after the separation authority has been entered by CGPC(opm-1)), SPOs often encounter this error message:



Reason for the Error DA expects a reserve status row to be present, **with a reserve Employee Classification** (SELRES, IRR, etc.) because the Officer you are separating is a Reservist. However, in most of these cases, the Officer has never been a member of the SELRES and no reserve status row exists.

How to Correct the Error Exit the separation component, go to the Reserve Member Status page and insert new row. *The Reserve Tra/Pay Cat* effective date must be one day after the RELAD date.

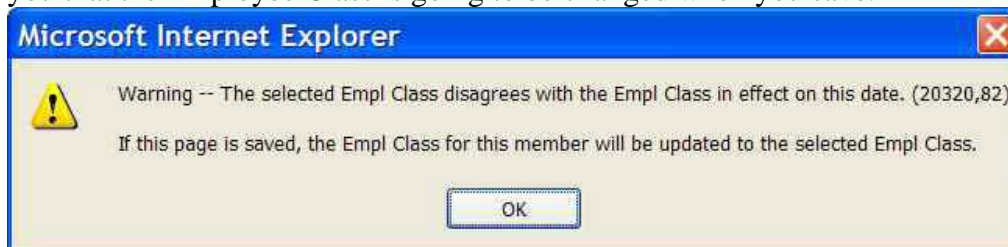
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RESERVE RELEASE FROM ACTIVE DUTY

Processing Release From Active Duty Separations for Officers With Reserve Commissions, Continued

How to Correct the Error (Cont'd)

When you enter the date, you will receive this warning message informing you that the Employee Class is going to be changed when you save.



This is exactly what you are trying to accomplish. Changing the Employee Class to a reserve classification will allow you to process the separation. Click OK to dismiss the warning message.

When transferring the Officer to the IRR use

- "IRR" for the Employee Classification
- "H - No Drill Requirement" for the Reserve/Training Pay Code
- "Inact Du Officer w/in 8 yr obl" (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.

Reminder: Use department ID #002817 and position #00062025 when you complete the separation travel order.

If the Officer will be participating in the SELRES following RELAD use:

- "SELRES" for the Employee Classification
 - "A – Drilling Pay Status" for the Reserve/Training Pay Code
 - "Inact Du Officer w/in 8 yr obl" (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.
 - Use the department ID and position number provided by the ISC (fot/pf) assignment officer to complete the separation travel order.
-